
PERSONNEL POLICIES

INTRODUCTORY COMMENTS:

The purpose of this manual is to establish policies which will serve as a guide to administrative action concerning various personnel activities and transactions. These policies may be changed, modified, rescinded or suspended, from time to time, with or without notice. These policies do not constitute enforceable rights by City employees, do not create a property interest, nor do they constitute a substantive modification or restriction on the City Manager's right to terminate or discipline any employee for the good of the service.

EEO STATEMENT:

The City recognizes and supports the policy of equal employment opportunity and provides all applicants and employees equal opportunity without regard to race, color, religion, sex, national origin, age, marital or veteran status, political affiliation, handicapped status, or any other legally protected status.

DEFINITIONS:

"Full-time Regular Employee" - Any reference to "full-time" employee shall be defined only to mean a position with regularly scheduled hours and otherwise entitled to enumerated benefits. Employees covered by labor agreements will have such rights that are contained in the bargaining agreement(s).

"Masculine Pronoun" - Any reference to the masculine pronoun shall have both masculine and feminine application.

"Part-time Regular Employee" - Part-time employees shall not be entitled to receive fringe benefits. The City Manager may as a result of job restructuring for current full-time employees with disabilities permit prorated benefits for less than full-time employment. The City Manager has the right to implement any form of job restructuring or other reasonable accommodation as required under the Americans with Disabilities Act.

CITY CHARTER SUPERIORITY:

The provision of the City Charter will supersede conflicting rules and regulations in this manual or in any operating procedures

ARTICLE 13: CONDUCT OF EMPLOYEES

13.01. HOURS OF WORK.

Employees shall work forty (40) hours per week and the hours during which Municipal offices shall be open for business are from 8:00 a.m. to 5:00 p.m. No more than one (1) hour will be taken for lunch.

13.02. BREAKS.

Coffee breaks or rest periods are to be administered by the department head. However, no more than fifteen (15) minutes will be used for a break and no more than two (2) breaks a day will be taken.

13.03. OUTSIDE EMPLOYMENT.

Employees may engage in additional employment outside the official hours of duty if approved in writing and recommended to the City Manager by the department head. If at any time the department head feels that outside employment is interfering with an employee's job performance, he may request the employee to give up his other employment. If the request is not complied with, the department head may recommend to the City Manager the dismissal of the employee. In all instances of outside employment the employee's personnel file will contain a copy of the approval signed by the City Manager.

13.04. PECUNIARY INTEREST.

No employee of the City shall have any financial interest in the profits of any contract, service or other work performed for the City. No employee shall accept any free or preferred services, benefits, or concessions from any person(s) or companies in return for special consideration. Any employee who violates the provisions of this section shall be guilty of misconduct in the service and shall be dismissed.

13.05. SEXUAL HARASSMENT.

Sexual harassment is a form of sex discrimination and is unlawful under Title VII of the 1964 Civil Rights Act. Sexual harassment is defined as deliberate or repeated behavior of a sexual nature which is unwelcome. It can include verbal comments, suggestions, jokes, or pressure for sexual favors. It can include

non-verbal behavior such as suggestive looks; and physical behavior such as pats, squeezes, brushing against someone, or other sexual contacts. It is sexual harassment when submission to or rejection of such advances can either positively or negatively affect an employee's advancement, present position or if it causes an intimidating, hostile or offensive work environment.

Sexual harassment can occur between a supervisor and subordinate, among fellow employees or with non-employees and employees in the work environment. Sexual harassment negatively affects morale and job performance. It results in increased absenteeism, turnover, and a loss of productivity. It is inappropriate, offensive, illegal, and will not be tolerated. Making false charges of sexual harassment will not be tolerated and may result in disciplinary action.

Employees who experience sexual harassment or who witness sexual harassment in the work place should immediately bring it to the attention of the proper supervisory person who can stop the action. Normally this would include following the chain of command unless the person in the supervisory chain is the person doing the harassing. An employee is encouraged to seek quick and proper response which may include bringing the complaint to the attention of the Personnel Officer or City Manager.

Complaints will be investigated quickly and cases of sexual harassment will be dealt with promptly. Any employee who sexually harasses another employee will be disciplined up to and including termination, depending on the seriousness of the infraction and the facts surrounding the case.

The City will also ensure that there is no intimidating, hostile, or offensive work environment due to one's race, national origin, sex, religion, physical or mental disability, or other protected class and will take proper action up to and including termination if it persists.

Employees filing complaints of harassment or discrimination or testifying during any level of the investigation or during any administrative hearing will not be retaliated against for such statement made in good faith.

13.06. USE OF CITY EQUIPMENT.

City equipment is for official use only and is not to be used for personal reasons. City vehicles may be driven home upon the City Manager's approval when an employee is required by the nature of his job to make use of a City vehicle on an emergency call basis. Passenger's will not be transported unless on official City business.